

## Manually Set Up an Email Account in Microsoft Outlook 2010

If the automatic setup of your email account in Microsoft Outlook 2010 does not work, you can set up your account manually.

**Please Note:** In Microsoft Outlook 2010, you can manage multiple email accounts and calendars using IMAP (*Recommended*) or POP3.

1. Open Microsoft Outlook 2010
2. Click **File** and select the **Add account** button under the **Information** menu item.
3. Select that you want to create a new account and check the box to **manually configure server settings or additional server types**.
4. Click on **Internet email** and then on **Next**.
5. Enter the **User Information, Server Information (See below), and Logon Information**. Select the account type: **IMAP (recommended)**, POP 3 set-up details are available on request.

### USER INFORMATION

You can choose your name.

Email Address

The full email address you want to set up in Outlook 2010.

### SERVER INFORMATION

Account type

IMAP

Incoming mail server

imap.ionos.co.uk

Outgoing mail server

smtp.ionos.co.uk

### LOGON INFORMATION


Username

Your full email address

Password

The password that you assigned when setting up the email address

**Logon using Secure Password Authentication (SPA) required. Since this feature is not supported by our mail servers, please do not check this box.**



6. Under the **Outgoing Server** tab, check the **My outgoing server (SMTP) requires authentication** box. Select the menu item **Use same settings as my incoming mail server**. Click **OK**.

7. **SSL settings for IMAP:**

Now switch to the Advanced tab. Select the data below for the Incoming and Outgoing mail servers.

**SERVER PORT NUMBERS**

Incoming Mail Server (IMAP)	993	Encrypted Connection Type: SSL
Outgoing Mail Server (SMTP)	587	Encrypted Connection Type: AUTO

8. Complete the process with **OK**

9. Click **NEXT > FINISH**.

10. You have completed setting up your email account in Microsoft Outlook.